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## **CHAPTER 5**

### **Maintenance Program**

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#### **Section I. General**

Just as Virginia's investment in air transportation infrastructure requires proper management and maintenance of that infrastructure should be continuous. When preventive maintenance program requests for mechanical, electrical or electronic equipment are submitted, we will need to have the sponsor to provide the FAA required schedule or the manufacturers recommended schedule for inspections.

The primary purpose of the Maintenance Program is to provide grants-in-aid for the *non-recurring* maintenance of public-use airport facilities. Eligible maintenance is defined as scheduled and unscheduled maintenance and repairs that are required to preserve existing airport facilities in a safe and economical operating condition. The program is designed to encourage and assist airport sponsors to implement preventive maintenance programs for airport facilities that will extend the useful life of those facilities and thereby reduce the frequency of their replacement and/or reconstruction.

Maintenance by its very nature is required to take place at periodic intervals. Because the Code of Virginia prevents Aviation Special Funds from being expended for *recurring maintenance*, recurring maintenance is defined as that work which must be performed daily or weekly or monthly to maintain facility appearance or operational use. Therefore, for the purpose of this program, recurring maintenance is defined as those activities that are required to be performed more frequently than quarterly. However, so that sponsors have the necessary equipment to keep the airport operational and control vegetation, the Board has identified certain pieces of equipment as eligible for funding assistance. When preventive maintenance program requests for mechanical, electrical or electronic equipment are submitted, we will need to have the sponsor provide the FAA required schedule or the manufacturer's recommended schedule for inspections and/or maintenance.

The funding source for this program is the Aviation Special Fund.

#### **Section II. State Financial Participation**

Depending upon the availability of funds, each sponsor is eligible to receive up to **\$125,000** annually for eligible maintenance projects. Within this ceiling, there is a limit on the

funding of maintenance equipment of \$35,000 over a five-year period. This limit begins with the first grant and ends five years from that date. After that, a sponsor is once again eligible for \$35,000 for the next five-year period.

The funding of various maintenance projects differs depending on the nature of the work or the item. That work that is considered to affect airport safety or extend the life of airport facilities is funded at a rate of 90%. Those items that are not related to safety or preservation or involve “soft” maintenance such as inspections, replacement runway bulbs or windsocks are funded at a rate of 80%. Maintenance equipment used to maintain airport operations and vegetation control are funded at a rate of 50%. Maintenance of “maintenance equipment” purchased with Department funding is funded at a rate of 50%, regardless of the level of funding participation by the Department for this equipment. This will include ARFF and snow equipment purchased for air carrier airports.

### Section III. Eligible Airport Facility Maintenance Projects

An eligible maintenance project shall include *scheduled or nonscheduled maintenance on an airport facility or airport infrastructure that is properly designed and constructed*. For this reason, *maintenance of any airport facility is not eligible where the original design was not approved by the Department*. If a sponsor wishes to secure funding for a maintenance project involving such a facility, he must have his assigned Engineer at the Department make an assessment of the facility as to its original design, structural integrity, and its maintenance history and determine its eligibility.

**Rule of thumb: Maintenance of items eligible for funding under any department program is eligible for reimbursement under the Maintenance Program.**

As previously stated, an eligible project is defined as scheduled and unscheduled maintenance and repairs required to preserve existing airport facilities in a safe and economical operating condition and is not normally performed more frequently than once a quarter. While maintenance funds cannot be used to upgrade, enhance, or expand facilities there are instances where replacement of pavement markings or other items are appropriate, and therefore, eligible.

A. Examples of eligible *safety and preservation* maintenance projects funded at the rate of 90% are:

1. Obstruction Removal on airport property or where the sponsor owns the rights to “top” or completely remove. Note: It is the Board’s intent that the Commonwealth should provide financial assistance for clearing of obstructions once, and thereafter, a sponsor should have the capability to maintain those areas without having to seek funding under the

Maintenance Program. Therefore, after June 30, 1999, in areas where the sponsor has acquired adequate property interest that have been previously clear-cut, or cleared-and-grubbed using state financial assistance, it will be the sponsor's responsibility to maintain these areas free and clear of obstructions without financial support from the Commonwealth. In those instances where the sponsor has acquired the right to only "top" trees, maintenance of these areas will continue to be eligible. Other cost-effective methods of limiting tree growth such as controlled spraying, are eligible under this program.

2. Pavement maintenance and repairs to include –
  - ✍ Pothole repair
  - ✍ Grass removal and crack seal
  - ✍ Pavement surface treatments such as slurry seals
  - ✍ Vegetation removal and weed killing that causes deterioration of pavements
3. Vegetation removal that impedes normal airport drainage or causes deterioration of facilities.
4. Replacement of faded pavement markings.
5. Repair of airport lighting systems, visual aids, and automated weather observation systems that will prevent night or IFR operations.
6. Other "emergency" repairs that, if not performed immediately, will result in the destruction or deterioration of all, or a portion of, the facility.

B. Examples of eligible other maintenance projects that are not considered to impact safety or preservation, and are funded at the rate of 80% are:

1. Quarterly or annual inspections of airport lighting systems, visual aids and automated weather observation systems.
2. Repair of airport lighting , visual aids, automated weather observation systems, ground communications outlets, unicoms, and pilot briefing systems that will not prevent night or IFR operations.

<p><b>Replacement of total systems such as carpeting, heating, ceiling tiles, roof bladders and air conditioning, et cetera, shall be physically inspected and reviewed by an appropriate member of the Department staff prior to approval.</b></p>
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3. Replacement of lamps, gaskets, transformers, cable windcones, etc., used in airport lighting and visual aid devices.
4. Maintenance and repairs to terminal buildings and equipment storage buildings as well as associated systems and equipment that are eligible for financial assistance under the Capital Improvement Program (see Appendix B). Includes maintenance and repairs such as exterior and interior painting, plumbing and electrical and roof and structural. Items that are not eligible include janitorial services, wall papering, decorations, light bulbs, carpet cleaning and window treatments, et cetera. Replacement of total systems such as carpeting, heating, ceiling tiles, roof bladders and air conditioning, et cetera, shall be physically inspected and reviewed by an appropriate member of the Department staff prior to approval.
5. Repairs to fuel storage systems that are eligible for financial assistance under the Capital Improvement Program (See Appendix B). Includes items such as repairs to electrical systems, pumping systems and lines, containment systems, rust removal and painting.

The preceding lists may not be complete. If a desired maintenance project is not addressed or a question remains regarding eligibility or rate of participation, please contact the Department. A general “rule of thumb” regarding eligibility is that if a particular facility is eligible for state funding under the Capital Improvement Program, maintenance or repair of it is most likely eligible under the Maintenance Program. Hand tools, which may be used in performing maintenance, are considered to be operational inventory and, as such, are not eligible for state funding.

**It should be noted that items damaged or lost due to negligence, accident, theft or vandalism are not eligible for reimbursement.**

### **Section IV. Funding Options**

**Prevailing Rates** - If the requested work will correct an unsafe condition or will preserve or extend the life of an eligible item it is eligible for funding at a rate of 90-percent. If the work is required for the item to continue functioning in a normal operational status, it is eligible for 80-percent funding. This includes items such as inspections, replacement bulbs or wind socks and terminal building and fuel farm repairs and those that will not extend facility life such as fuel farm repairs, will be funded at 80%.

Because airport sponsors have varying abilities to provide construction services and financial resources, the Department has developed three options for funding eligible maintenance projects. As stated above, the rate of state participation will depend on the nature of the work.

**Private Contractor with 90/80-Percent State funding** – Under this method, the Department will fund up to 90%, or 80%, of the eligible project cost that is performed by a private contractor. Upon receipt of the Department’s approval of the scope of work and estimated cost (tentative allocation letter), an airport sponsor small procurements shall follow the procurement procedures that are discussed later in this section. A contractor will not be required to use detailed plans and specifications, however, if this is the case, the contractor shall contact the Department to discuss construction methods. Upon completion of the project, the sponsor shall provide copies of paid invoices from the contractor to the Department for reimbursement. The Department will pay the appropriate share of the eligible project cost (90% or 80%), or the amount of the allocation, whichever is less. A final inspection by the Department may be required before reimbursement is made.

**Sponsor Performs the Work with 90/80-percent State Funding (“Force Account”)** – Upon receipt of the Department’s approval of the scope of work and estimated cost (tentative allocation letter) the sponsor may perform its own work with its own employees, equipment and materials. The sponsor must keep all statements and invoices for materials, equipment and labor. Labor and equipment are charged to the project at a predetermined rate. At the completion of the project, all statements and invoices shall be forwarded to the Department for reimbursement. The Department will pay the appropriate share (90% or 80%), of the eligible project cost or the amount of the allocation, whichever is less. A final inspection by the Department may be required before reimbursement is made.

**State Funds Materials at 100-percent of Cost; Sponsor Provides Labor and Equipment** - Upon receipt of the Department’s approval of the scope of work and estimated cost (tentative allocation letter), the sponsor may provide the labor and equipment necessary to do the work and the Department to reimburse the sponsor for 100% of the material costs. The Department may require the sponsor to obtain competitive pricing of materials. The sponsor will not be required to keep records for labor and equipment; however, the copies of paid invoices for materials shall be sent to the Department for reimbursement. The Department will pay 100% cost of eligible materials or the amount of the allocation, whichever is less. A final inspection by the Department may be required before reimbursement is made.

**Procurement Guidelines-** In instances where a private contractor will be hired to perform maintenance work, or where the cost of sponsor-installed materials will exceed \$2,000.00 in state funds, the sponsor shall solicit a minimum of three bids for a project, or combination of projects. Copies of all bids shall be submitted to the Department for review and concurrence. Under certain circumstances, the Department may concur that the solicitation of three bids is not feasible or extremely difficult. The Department has also established a “Small Procurement Procedure” that requires only one telephone bid for those projects that involve less than \$2,000.00 in state funds.

### **Section V. Maintenance Equipment**

Equipment that is used to maintain the airport in a safe, operational status and prevent obstructions to navigable airspace by vegetation or remove vegetation from fence lines are eligible for funding under the Maintenance Program. The state will participate in the acquisition of this equipment at a rate of 50%. There is a limit of \$35,000 over a five-year period. All equipment acquired under this program shall be operated and stored on airport property at all times except for those instances where off-site repairs to the equipment are required.

#### **Examples of Eligible Equipment**

Tractors  
Bush Hogs and Mower Attachments  
Self-propelled mowers  
Snow blades  
Spray Attachments for vegetation control  
Sweeper (Power Broom) Attachments  
Trucks (new or used) with gross vehicle weight of 15,000 pounds to 30,000 pounds with single axle, dual rear tires, dump body and a cab to seat a maximum of three people.

#### **Examples of Ineligible Equipment**

Chain saws, weed eaters, et cetera  
Fuel trucks  
Courtesy vehicles  
Hand tools  
Maintenance of trucks

**Note:** Many of these items may be available from the Surplus Property Systems of both the federal and state governments. While care must be exercised in the acquisition, there are items that have a substantial life remaining and the cost is significantly lower than purchasing new equipment. The cost to make surplus equipment operational is eligible at a rate of 50-percent and accumulates toward the total state share. For access to the federal system, call the FAA Washington Airports District Office to obtain a screener's card. To access the state system, call the Virginia Department of General Services in Richmond at (804) 230-7701. Repairs to eligible maintenance equipment and replacement of worn out equipment components are eligible for state funding at 50% participation. Preventive maintenance such as fluid changes, tune-ups, inspections, etc. are not eligible. These are considered to be routine operational costs and shall be borne entirely by the sponsor.

### **Section VI. Application Process**

The Department will need a request from a sponsor specifying a project's scope of work, its justification and estimated cost. A sponsor may use the ACIP forms or a letter to request

funding. A request may be mailed or faxed. We currently allow a sponsor to secure an approval via telephone and with a faxed estimate the Department will confirm if approved in writing. At times, it is advantageous for a sponsor to call the Airport Services Division at the Department to discuss any questions regarding methods, materials, procurement, et cetera prior to submitting a request.

The Department will accept a request from an airport sponsor at any time during the year. The review process, determination of eligibility and notification to the sponsor will be done shortly after receipt. Sponsors should provide as much justification and supporting information about their project or item of equipment as possible. Failure to provide adequate information may result in disapproval or the allocation of shared cost at a lower funding rate.

### **Section VII. Approval and Allocations**

Upon notification that a project or item of equipment is approved for funding, the Department will issue a Tentative Allocation letter specifying the scope of work, amount of the allocation and any other applicable conditions. This letter will also constitute a Notice To Proceed and upon its receipt, the sponsor may commence work. In a case where time is of the essence, once the Department is certain that the sponsor fully understands the conditions of the grant, it may receive a verbal approval and notice to proceed. Formal notification will follow.

With the exception of Maintenance Equipment, since the functional life of most maintenance projects is very limited, the sponsor will not be required to execute a grant agreement. Maintenance equipment is considered to be a fixed asset for the airport sponsor and, as such, the need to maintain an inventory. An allocation of funding for maintenance equipment will require that a grant agreement be executed prior to purchase.

In those instances where no agreement is required, the tentative allocation letter is the only document that is issued in response to a request. It will specify all conditions of the grant of funds.

If circumstances occur on a weekend or Commonwealth of Virginia holiday where a delay in repairs will create an unsafe condition or will result in airport closure, a significant loss of revenue, or lost opportunity, the sponsor may follow this procedure to assure DOAV reimbursement:

- ? First determine as near as possible that the repair is eligible,
- ? Follow the normal procurement procedure established by the local governing body for the specific circumstance.
- ? And last, contact the appropriate DOAV staff member on the next DOAV business day and obtain approval and a Maintenance Project number.

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There is an element of risk involved in not securing DOAV approval prior to beginning work, however, if the sponsor follows the proper procedure, this should happen only on rare occasions. In order that these occurrences may be minimized, DOAV encourages airport sponsors to keep a minimal “stockage level” of spare parts that regularly have to be replaced. DOAV will participate with the sponsor in the purchase of these items.

**Reimbursement of Funds** - (See *Financial Reimbursement to Sponsor* which may be found in Section V of Chapter 8.)

**Project Close Out** - (See *Project Close Out* which may be found in Section VI of Chapter 8.)